

# Whitewater Community Development Authority

## Meeting Minutes

### August 26, 2015

1. Call to order and roll call.

The meeting was called to order by Chair Jeffery Knight at 4:35 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190

Present: Knight, Kachel, Parker, Singer, Allen (4:55), Abbott (4:57), Henry (5:00)

Absent: None

Also: Patrick Cannon, Thomas Harrigan, Cameron Clapper and Kristen Fish

2. Authorization to waive 72 hour notice requirement to take up item #9 Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments.

3. **HEARING OF CITIZEN COMMENTS.** *No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.*

None

4. Approval of agenda

Motion to approve the agenda as presented

Singer (1); Kachel (2)

Aye: All via voice vote (4)

Nay: None

5. Approval of Minutes

a. July 22, 2015

b. August 5, 2015

Motion to approve the minutes

Kachel (1); Singer (2)

Aye: All via voice vote (4)

Nay: None

6. Acceptance of Financial Statements

a. June, 2015

b. Fund Balances

c. Loan Portfolio

Motion to accept the Financial Statements

Kachel (1); Singer (2)

Aye: All via voice vote (4)

Nay: None

7. Public Hearing

a. HUSCO International \$600,000 CDBG-RLF ED Loan used for the purchase of machinery and equipment which resulted in 90 new jobs being created.

**Public Hearing was opened for citizen comments at 4:42 pm. No citizen comments were made. The Public Hearing was closed at 4:43pm.**

- 8. Adjourn to closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." and Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
  - a. Consideration and discussion of a proposed Offer to Purchase regarding the sale of approximately 5.0 acres in the Business Park.**
  - b. Consideration and discussion of the payment agreement from Pinpoint Software regarding their CDBG RLF Loan.**
  - c. Consideration and discussion of Professional Services contract with Redevelopment Resources for administration of the CDA.**
  - d. Consideration and discussion of developing a negotiation strategy for leasing of office space for the CDA.**
  - e. Consideration and discussion of economic development incentives for use within TIF Districts.**
  - f. Consideration and discussion of strategy for the purchase of public property and cost assumptions for TIF #5 and TIF #6.**
  - g. Consideration and discussion of negotiating a 201502016 lease agreement for farm crops in the Business Park and Technology Park.**

**Motion was made to move into closed session, allowing for CDA staff, Cameron Clapper, and Kristen Fish of Redevelopment Resources to remain for the discussions to be included in closed session.**

**Singer (1); Parker (2)  
Aye: Knight, Kachel, Parker, Singer  
Nay: None**

**Mr. Allen arrived at 4:53 pm  
Ms. Abbott arrived at 4:54 pm  
Ms. Henry arrived at 5:00 pm**

**A motion was made to return to open session.**

**Kachel (1); Parker (2)  
Aye: All via voice vote (4)  
Nay: None**

- 9. Consideration and discussion of establishing long term goals and strategic planning for the CDA, including long term staff assignments.**

**Motion was made to direct Jeffrey Knight, Patrick Cannon, and Thomas Harrigan to create an action plan for future directives of the CDA. The action plan will then be presented to the CDA for amendments and approval.**

**Parker (1); Allen (2)**  
**Aye: All via voice vote**  
**Nay: None**

**10. Consideration and discussion of participation in the WEDC "Certified Sites" Program**

**CDA staff was directed to continue research and development on methods to market City owned land available for development.**

**No action was taken**

**11. Consideration and discussion of establishing a monthly meeting schedule.**

**Motion was made to change the monthly meeting time from 5:00p.m. on the fourth Wednesday of every month to 5:00p.m. on the fourth Thursday of every month.**

**Allen (1); Abbott (2)**  
**Aye: All via voice vote**  
**Nay: None**

**12. Update on the city wide fiber optics project for the city including the Business Park and Technology Parks.**

**Efforts relating to the expansion of city wide fiber optics will be reallocated to city staff.**

**13. Update on long term marketing and community branding project**

**No action was taken**

**14. Update on Department of Workforce Development programs regarding interns and educational opportunities.**

**No action was taken**

**15. Future agenda referrals**

**Discussion of the CDA action plan that will be created by Jeffrey Knight, Pat Cannon, and Thomas Harrigan.**

**16. Adjourn**

**A motion was made at 6:52 pm to adjourn the meeting**

**Kachel (1), Allen (2)**  
**Aye: all via voice vote**  
**Nay: None**

**The minutes were reviewed and approved by the CDA at its meeting on:**

**Jeffery Knight**  
**Chairperson**

**Thomas Harrigan**  
**Recorder**